

**GRANDE PRAIRIE REGIONAL COLLEGE  
OFFICE ADMINISTRATION  
COURSE OUTLINE  
OA2280AIM - MICROSOFT WORD – EXPERT LEVEL**

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**TEXT:** Microsoft Word 97 for Windows 95 by Connie Morrison S.B.I Small Business Institute, Advanced Simulation by Ambrose & Jones

**SUPPLIES:** Formatting Guide for Office Administration  
2 file folders  
4 disks

**COURSE DESCRIPTIONS:** Students will use the advanced functions of Microsoft Word software. These functions will include but are not limited to creating data files, merging files, creating tables, designing forms, inserting graphical elements, performing desktop publishing tasks, calculating data, creating templates and macros, using styles, and manipulating data.

Emphasis will be placed on incorporating and reinforcing academic skills, working in teams (cooperative learning), and developing an entrepreneurial spirit.

Students will also prepare documents for their employment portfolio. The portfolio will display the different types of documents that the student is capable of preparing

**COURSE OBJECTIVES:** The student will demonstrate the ability to:

- Apply a variety of resources and methods to successfully perform advanced features of Microsoft Office to produce integrated documents.
- Communicate knowledge of Microsoft Office.
- Transfer knowledge and skills to other computer programs.
- Use Microsoft Office to produce finished documents in accordance with business standards for timely completion, correctness of content and format, professional appearance, and creativity.
- Work collaboratively with others to complete complex projects.
- Accept responsibility for backup routines and preventive maintenance routines.
- Accept that unexpected problems will arise from the use of the computer hardware or software and endeavor to resolve them.

- Exhibit ethical behaviour with respect to copyright on software, confidentiality, privacy of documents on screen, and sharing of disks and information.
- Exhibit business standards of behaviour with respect to attendance, punctuality, time management, positive attitude, and respect for other individuals.

**COURSE  
POLICY:**

1. Attendance is mandatory, if you are ill you must notify your instructor by telephone (539-2016).
2. Assignments are due (15.30 p.m.) on the dates set by the instructor. Assignments may be handed in early; but 5 marks will be deducted for each day the assignment is late.
3. If you miss an exam, there are no make-ups. In special cases of illness (instructor notified) the exam percentage of the missed exam may be added onto your final exam.
4. Academic dishonesty - refer to page 19 of the college calendar.
5. All major assignments must be completed in order to complete this course.
6. Your marks sheet must be turned in to your instructor upon completion of the course in order to receive credit for your assignments. As this is worth 30% of your grade, please keep these sheets in a safe place until you can turn them in.

**GRADING:**

Assignments	30%
Tests, Quizzes	20%
Final Project	50%